UCLA
GERIATRIC MEDICINE FELLOWSHIP
POLICY ON SUPERVISION

PURPOSE
The purpose of this policy is to ensure that the Medical Staff has a defined process for supervision by a medical staff member of each fellow in carrying out patient care responsibilities, and to ensure that there is a mechanism for effective communication between the Geffen School of Medicine at UCLA Graduate Medical Education Committee (GMEC) and the Medical Staff.

POLICY
All medical care provided by Fellow Medical Staff shall be under the supervision of qualified medical staff attending physicians, Attending and Teaching staff according to the Medical Staff Bylaws.

PROCEDURE
A. Patients Assigned to Attending Physician: All patients in the hospital are the direct responsibility of an attending member of the medical staff. Each patient is assigned a primary attending physician, although other attending physicians may, at times be delegated responsibility for the care of a patient and provide supervision instead of or in addition to the assigned practitioner.

B. Progressive Fellow Responsibility: Attending Staff supervise participants in professional graduate medical education programs in their patient care responsibilities in a manner commensurate with the Fellow’s level of training and experience. The Chief of Service (School of Medicine Department Chair) is responsible for ensuring that the degree of professional responsibility accorded to each Fellow is progressively increased through the course of training, commensurate with his or her skill, training and experience. The respective Chief of Service makes decisions about individual fellow graded responsibility and progressive involvement and independence in specific patient care activities. The attending physician is also responsible for determining in an individual case the degree of fellow independent functioning.

Structured evaluation processes include combinations of daily attending evaluations of individual performance, regular written evaluations of each Fellow (monthly, or following specific rotations), results of internal examinations, and program director fellow evaluation meetings.

C. Supervision:
1. Supervising attending physicians have the responsibility to enhance the knowledge of the Fellow and to ensure the quality of care delivered to each patient by any Fellow. This responsibility is exercised by observation, consultation and direction. It includes imparting of the practitioner’s knowledge, skills and attitudes by the practitioner to the Fellow and assuring that the care is delivered in an appropriate, timely and effective manner. Fulfillment of such responsibility requires personal involvement with each patient and each Fellow who is providing care as part of the training experience. Supervising attending physicians should act professionally and as a role model for trainees.

2. Supervisors will direct the care of the patient and provide the appropriate level of supervision based on the complexity of care, and the experience, judgment and level of training of the Fellow being supervised.

D. Documentation:
1. The documentation requirements for care provided to patients who have been admitted to a teaching service and who are seen by Fellows under the supervision of a faculty member will be by progress notes entered into the record by the attending physician at a frequency appropriate to the patient’s condition or change in condition, or reflected within the Fellow’s progress note. Fellows’ notes in the chart reflecting their ongoing consultation with the attending physician shall also reflect the attending physician’s approval of the treatment plan.
discussed with the Fellow.

E. **Availability of Attending Physicians:** Appropriate attending physicians are available by phone or pager at all times to every fellow who is caring for patients. It is expected that an attending physician provide on-site direct supervision, when required by clinical and educational circumstances within a reasonable period of time. The attending physician will be available to Fellows who call him or her for assistance. It is the responsibility of our Department to assure that each Fellow knows who is the responsible attending physician and how to reach them.

G. **Communication Encouraged:** In providing supervision to Fellows supervising attending physicians should provide advice and support and should encourage trainees to freely seek their input. Fellows are expected to make liberal use of the supervisory resources available to them and are encouraged to seek advice and input from their supervisors.

H. **Establishing Fellow Competencies/Privileges:** The roles, responsibilities, and patient care activities, are available to the attending staff and other caregivers on the hospital’s privileging web site. These should be as specific as possible, but a minimum, in those applicable Clinical Services (Academic Departments), delineate who may write orders, the circumstances under which they may do so, and what entries, if any, must be countersigned by the attending. (Applicable Attending Staff policies, such as restrictions on antibiotic ordering, are applicable to Fellows. These descriptions of competencies will identify which bedside or other procedures require direct supervision. The Medical Staff on occasion may identify high-risk procedures that the Clinical Service be required to carry out a specific privileging process for Fellows both as individuals and as groups.

I. **Monitoring Compliance:** The quality of Fellow supervision and adherence to supervision guidelines and policies shall be monitored through annual review of the Fellow’s evaluation of their faculty and rotations and the applicable GMEC’s internal reviews of programs. For any significant concerns regarding Fellow supervision, program director shall submit a plan for its remediation to the GMEC for approval and the program director may be required to submit progress notes to the GMEC until the issue is resolved.

J. To assure communication between the GMEC and the Medical Staff, the Chair of the GMEC will serve as an ex officio member of the Medical Staff Credentials committee, and report regularly issues concerning the safety and quality of patient care provided by fellows and the related educational and supervisory needs of fellows. The Credentials Committee will include GMEC issues including fellow safety, quality, and supervision needs in its reports to the MSEC and governing body.

Approved by GMEC 3/05
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